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TASK LIST FOR PERSONNEL ACTIVITIES - DD/P

ITEMS	NUMBER PERFORMING ACTIVITY	
	Divisions (8)	Staffs (5)
1. Personnel Assignments		
a. Confer with Branch Chief	8	5
b. Review personnel files	8	5
c. Interview candidates	8	5
d. Review career plans and make list of eligibles	7	5
2. Rotation		
a. Planning and maintaining control records	8	4
b. Review and comment on Forms 202 and forward to CSO	8	4
c. Meet with Branch Chiefs, Ch/SS and Personnel Board	8	4
d. Prepare dispatches	8	3
3. Process Personnel Actions		
a. Prepare Forms 1152	8	4
b. Post action to Division records	8	4
c. Distribute Forms 1150	8	4
4. Positions Evaluation		
a. Fact-finding	7	5
b. Writing position descriptions	7	5
c. Liaison with PED	8	5
d. Preparation of memos requesting changes	8	5
5. Organization and Position Changes		
a. Meet with Branch Chiefs and Chiefs of Support Staffs	8	5
b. Develop desired changes and prepare requests for changes	8	5
c. Note changes from Form 261 to Division records	8	4
d. Correspondence with field	7	4
6. Contract Personnel		
a. Recruitment	3	1
b. Negotiation and renegotiation	1	3
c. Prepare check list	6	2
d. Termination processing	7	1
e. Advise on Regulations, taxes, bank accounts, etc.	8	1
f. Arrange assessment	6	1
g. Advise on training needs	6	1
h. Correspondence with the field	8	1
i. Duty-status reports	5	0

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	DIVISIONS	STAFFS
Staff Agents		
a. Prepare check list	6	2
b. Appointment and resignation actions	8	3
c. Prepare duty-status reports	2	1
Training		
a. Advise and schedule courses for individuals following consultation with operations	7	3
b. Prepare training requests	7	2
c. Develop annual training requirements following consultation with operators	7	3
d. Establish and maintain control record on courses taken and to be taken	6	2
e. Develop JOT requirements, review folders, arrange interviews	4	2
Cover		
a. Coordinate cover requirements (develop staffing patterns)	8	2
b. Coordinate cover arrangements	7	3
c. Process personnel (brief and control processing steps)	8	2
d. Prepare reports, as required	8	2
e. Prepare related correspondence	8	3
Travel		
a. Prepare travel orders for all PCS	3	1
b. Advise on processing in and out. Arrange out-processing with CPB.	8	2
c. Correspondence with field on arrival and return	8	1
Efficiency Reports		
a. Disseminate and control Forms 45	8	4
b. Complete Form 45 for Personnel Staff	8	4
c. Correspondence with the field	8	4
d. Review all forms and bring to attention of Ch/SS all outstanding and unsatisfactory cases	8	1
e. Follow-up on delinquent reports	8	5

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	DIVISIONS	STAFFS
Employee Relations		
a. Insurance	6	4
b. Illness	7	5
c. Reassignments	8	5
d. Leave	6	5
e. Allowances	8	4
f. Returnees	8	5
g. Discipline cases	8	5
h. Job opportunities	8	5
i. Charity drives	5	3
j. Blood donor drives	3	2
k. Credit Union loans for field personnel	3	2
Records		
a. Bi-monthly rotation reports	6	2
b. Annual training report for OTR	7	2
c. Vacancy reports	8	5
Meetings		
a. CA/SS Staff meeting	8	4
b. Personnel Officers meeting	8	5
c. Promotion Board meeting	8	3
(1) Prepare agenda and get material together		
(2) Take appropriate follow-up action		
Miscellaneous		
a. Process Career Staff Applications, [illegible] follow-up, etc.	8	4
b. Prepare correspondence to field	8	2
c. Maintain Division locator file	8	3

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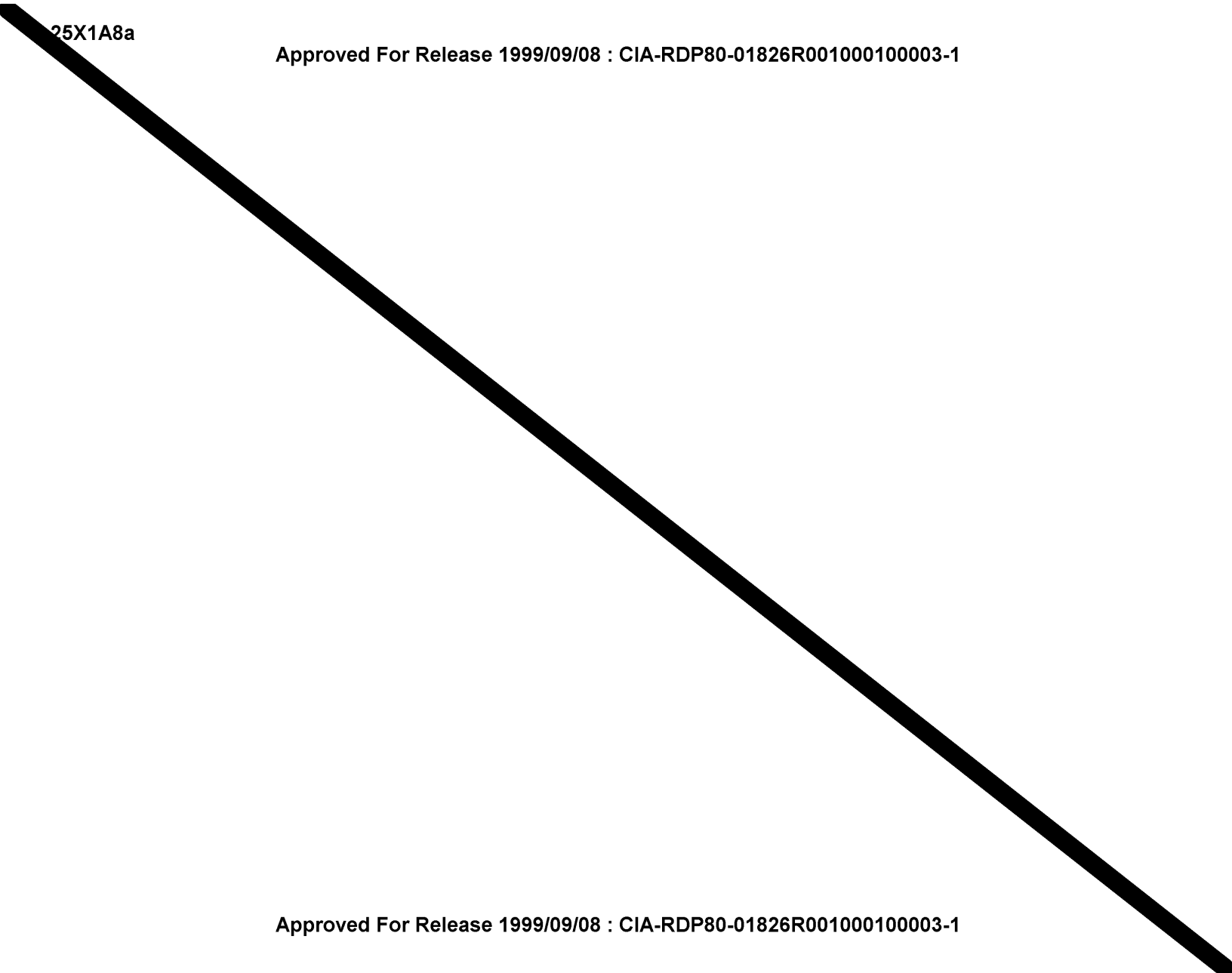

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